Pharmacy Programs Administrator

COMMUNITY PHARMACY PORTAL USER GUIDE – TAKE HOME NALOXONE PILOT

1 December 2019

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – TAKE HOME NALOXONE PILOT

INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for registering and claiming for the Take Home Naloxone (THN) Pilot. It describes the following processes:

- THN Pilot Program Registration
- THN Pilot New Individual Supply Claim

For best performance, we recommend the most recent version of the following browsers: **Chrome, Firefox and Safari**. Whilst you can successfully submit your registration and make claims using other browsers, they may not have all the features required to provide you with the best user experience.

If you require further assistance with using the Pharmacy Programs Administrator Portal, please do not hesitate to contact the Pharmacy Programs Administrator Support Centre.
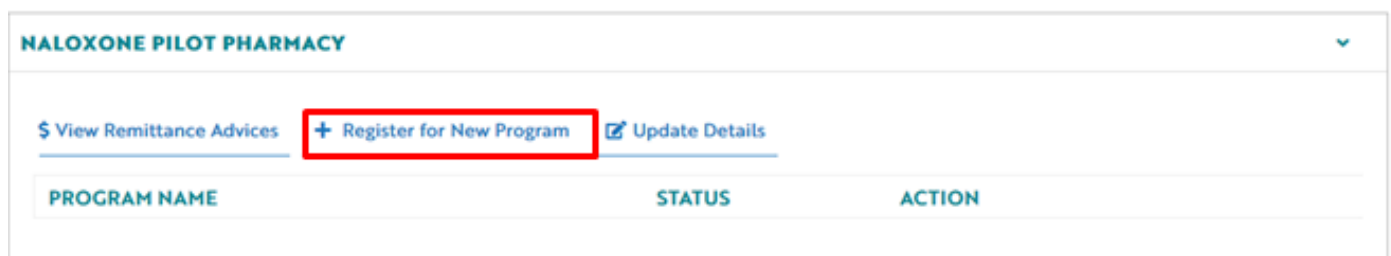
✉ **CONTACT THE SUPPORT CENTRE**: 1800 951 285 | support@ppaonline.com.au

THN PILOT PROGRAM REGISTRATION

This section details how to submit a THN Pilot Program Registration through the Pharmacy Programs Administrator Portal.

1) Open the **Home** page to display a list of your approved Service Provider(s)

To Register for a new program, click the **Register for New Program** link. Please note that the Main Authorised Person (MAP) is the only user type that can register for new programs
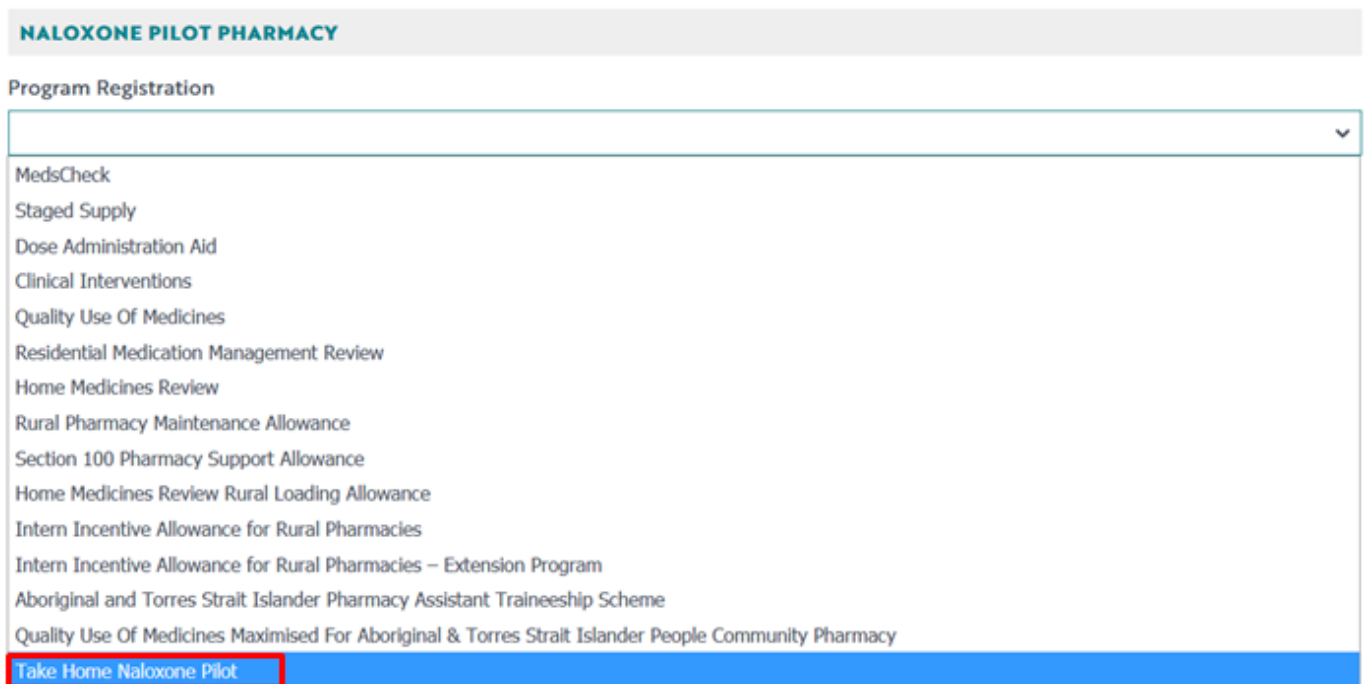

2) The Program Registration screen will display a list of all programs a Service Provider may register for. Use the drop-down list to select **Take Home Naloxone Pilot**

3) The THN Pilot program registration information will be displayed. This is simply a declaration outlining the conditions you must abide by in order to be eligible to participate in the THN Pilot.
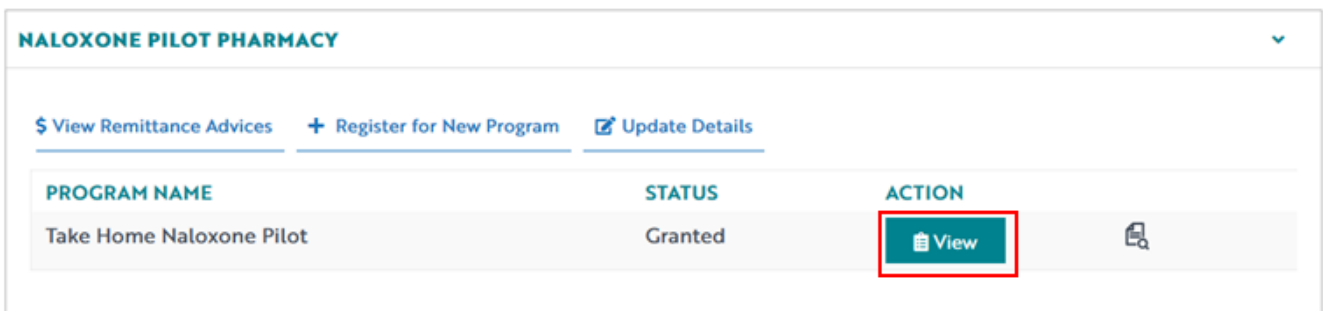
The User can then click **Submit Registration** to continue.

4) Once submitted, please allow up to 48 hours for the program registration to be reviewed and approved by an Operator. You will be notified via email once your program registration has been approved.

THN PILOT NEW INDIVIDUAL SUPPLY CLAIM

This section details how to submit a THN Pilot Supply Claim through the Pharmacy Programs Administrator Portal.

1) In order to submit a THN Pilot Supply Claim you must first register for the program and be approved

2) Once logged into the Pharmacy Programs Administrator portal, click on the **Home** icon to access a list of approved program registrations against one or more service providers

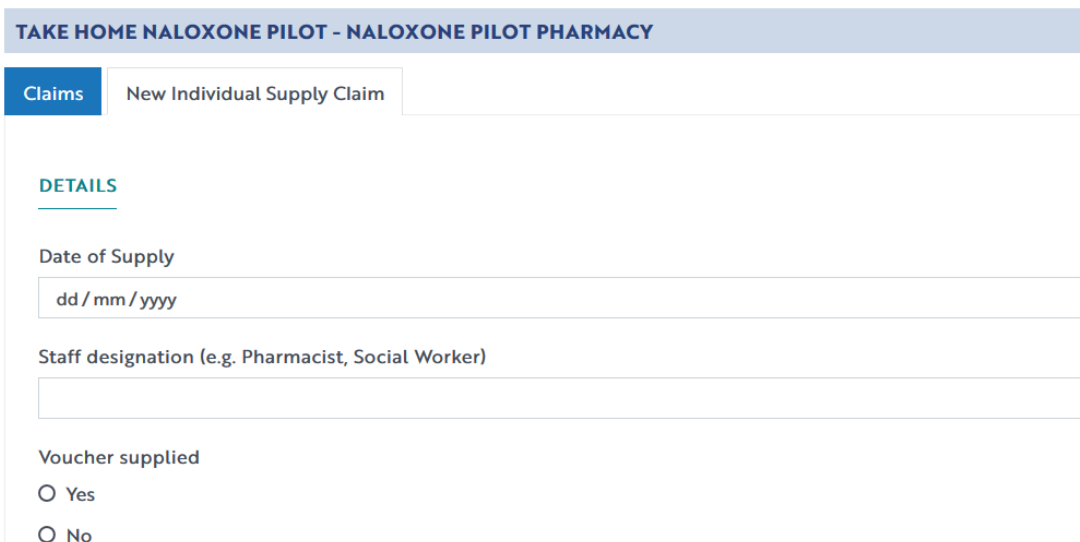3) Click on the **View** button to make a claim against a program under the relevant service provider

4) Once you have clicked on **View**, the following screen will display. Click on the **New Individual Claim** tab

5) The **THN Pilot New Individual Supply Claim** screen will display (Note: part of form shown below for illustrative purposes only).

6) Complete the remaining fields in the **New Individual Supply Claim**. Note that this claim is to be used both for initial supply claims and any refill supply claims.

   If you need to return to the claim at another time, scroll down and click the **Save** button. You can then continue the saved claim by clicking the **View Claims** tab and then the **Continue Submission** button

7) The payment amount for the claim will be calculated in real time and will be displayed at the bottom of the form. Note that a maximum of two products supplied for an individual can be claimed in a single claim. An individual may however return and receive naloxone on multiple occasions.

PRODUCTS PROVIDED

Please enter a maximum of two total products supplied.

Nyxoid (1.8mg/actuation nasal spray, 2x1 actuation)

> 1

Prenoxad (1mg/ml injection, 2ml syringe)

> 1

Naloxone Juno (400 ug/ml injection, 5x1ml ampoules)

Naloxone Hydrochloride DBL (400 ug/ml injection, 5x1ml ampoules)

Payment total: $106.52 (incl. GST) - 2 products entered.

[Save] [Submit]

8) Once you have finished completing all fields on the screen and corrected any errors (if required) click on the **Submit** button. A green approval message will then appear in the top right corner.

9) To see a list of all submitted and/or saved claims, click on the Home Icon then **View** (as described in point 3 above). Under the **Claims** tab all submitted and/or saved claims will display.

TAKE HOME NALOXONE PILOT - NALOXONE PILOT PHARMACY

| Claims | New Individual Supply Claim |

ENTRIES

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ID	DATE SUBMITTED	DATE OF SUPPLY	APPROVAL STATUS			
7581	–	01/12/2019	PreSubmission	Continue Submission	🗎	
7580	26/11/2019	01/12/2019	Granted		🗎	👁 Payment